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MEMORANDUM FOR: Director of Personnel

SUBJECT : Request by the Deputy Director (Support) for action to Stimulate Applications by Employees for Consideration for the Junior Officers Training Program "Internal"

REFERENCE : Memorandum for Director of Personnel, 30 March 1962 from the AC/PS entitled, "The Review of Junior Officers Training Program "Internal" as of 31 December 1961" (Tab A)

1. Contained in the reference memorandum is a complete history of the background developments of the Junior Officers Training Program (Internal) from its beginning until December 31, 1961. This memorandum also contains a recommendation, among others, that the Personnel Development Board survey the Agency's requirements for training programs for on-duty personnel in terms of the degree to which the "Internal" Junior Officer Training Program meets the needs of the Agency for the selection of all junior personnel for this type of training. The reference memorandum was not presented to the Personnel Development Board prior to its discontinuance. However, it is one of a number of items for consideration at an early date by the Personnel Advisory Board.

2. During each of Fiscal Years 1961 and 1962 ten, on-duty persons were selected for the "Internal" Junior Officers Training Program. The JOT class beginning this month, January 1963, contains twenty on-duty persons. Representatives of the Junior Officers Training Program advise that there

are currently a number of on-duty persons under consideration for the next JOT class beginning in July 1963. They also state that from the number and quality of external recruit files being received it appears that they will meet the quota for the July class without further stimulus to encourage additional applications from employees.

3. It is believed that the information and recommendations contained in referenced memorandum, and other recent actions, have had the effect of stimulating activity in the "Internal" Junior Officers Training Program. This is based on the information stated above to the effect that the current Junior Officers Training class contains as many internal Junior Officer Trainees as were accepted by that Program during the two previous fiscal years.

4. In view of the fact that the January class is the more important of the semi-annual Junior Officers Training classes in which to have a large number of "Internal" Junior Officer Trainees, it is recommended that the purposed Agency Notice contained in Tab B not be published until 1 May 1963 so as to encourage applications which can be processed in a timely manner for the January 1964 class. Publication on or about that date would also permit some candidates who responded to the Notice to be entered in the July 1963 class, if needed. If not needed for the July 1963 class, there would not be as long a delay for successful candidates for the January 1964 class as publication at the present time would cause.

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Chief, Human Resource Staff

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JUNIOR OFFICER TRAINING PROGRAM

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1. [REDACTED] sets forth policies and responsibilities for the administration of the Agency's Junior Officer Training Program.

2. It is the purpose of this Notice to emphasize the Agency's policy of encouraging on-duty personnel who meet qualifications, age and service requirements to make application for this purpose, and the responsibility of supervisors of all levels for making available qualified personnel for consideration for this program.

3. To be eligible, a candidate must have a college education or its equivalent in experience. Candidates must also be qualified to undertake assignment of any degree of sensitivity and be medically qualified for full duty general. The age of a candidate will normally not exceed 35 and the grade, GS-12. However, the usual entrance age and grade for on-duty personnel selected for this program is age 30 and grade, GS-07 or 09 respectively. On-duty selected personnel may retain their service designation while participating in the JOT Program. Promotion opportunities for those in the program are provided in accordance with Agency regulations.

4. Personnel meeting the requirements stated above may initiate consideration by making an informal appointment with a member of the staff of the Junior Officer Training Program, Room 1-D-0009 Headquarters, extension [REDACTED]

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